

# Application for Notice to Proceed

## Commission For Historical and Architectural Preservation

417 E. Fayette Street, 8<sup>th</sup> floor

Baltimore, Maryland 21202

(410) 396-4866

Historic District: \_\_\_\_\_ com20\_\_\_\_ - \_\_\_\_\_

**Exterior changes to all properties within Baltimore City's historic districts, and local Landmark structures must be presented to the Commission for Historical and Architectural Preservation (CHAP) for review and approval, before a building permit can be issued.**

Guidelines are available to assist you with your renovation or restoration efforts; these serve as standards for all CHAP decisions with regard to your architectural plans. The staff at CHAP is available to aid you in obtaining the required CHAP Notice-To-Proceed. An appointment is recommended for larger projects, or if design and/or planning advice is requested. In addition, prior to obtaining a Notice-To-Proceed, CHAP requires that the applicant presents the plans to the appropriate historic district neighborhood association for review and comment.

It is strongly advised that you do not order or purchase any materials, or proceed with any work, until CHAP approval and required City permits are obtained. Any questions concerning CHAP's permit application procedures should be directed to our office at (410) 396-4866.

### **1) PLEASE PROVIDE THE FOLLOWING INFORMATION:**

PROPERTY ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S EMAIL: \_\_\_\_\_

APPLICANT IS: \_\_\_\_ Owner \_\_\_\_ Lessee \_\_\_\_ Architect \_\_\_\_ Consultant  
\_\_\_\_ Contractor \_\_\_\_ Other

ARCHITECT (if any): \_\_\_\_\_

CONTRACTOR (if any): \_\_\_\_\_

**2) DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:**

Please attach plans, drawings, catalogue samples and specifications of the exterior work that you are planning, as well as photographs and/or drawings of the existing condition of your building (see checklist for required materials and information to be submitted):

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**3) APPROXIMATE PROJECT COST: \$** \_\_\_\_\_

**4) APPROXIMATE PROJECT START AND FINISH DATES:**

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**5) NEIGHBORHOOD ASSOCIATION (ARCHITECTURAL REVIEW COMMITTEE) SIGNATURE:**

(Please attach any written comments)

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Signature of Association/ARC representative

Date

**7) IF YOUR PROPOSAL IS ONE THAT WILL AFFECT YOUR NEIGHBORS** (ADDITION, FENCE, DECK, AC UNIT, SATELLITE DISH, SIDEWALK ETC.) HAVE YOU DISCUSSED YOUR PLANS WITH THEM (please circle): **YES / NO**

**8) IF A SPECIAL ZONING APPROVAL (VARIANCE) IS REQUIRED, HAVE YOU OBTAINED SUCH APPROVAL FROM THE BOARD OF MUNICIPAL ZONING APPEALS? IF YES, LIST DATE:** \_\_\_\_\_

**9) SIGNATURE OF APPLICANT**

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**Sign**

**Date**

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**Print full name**

**HISTORIC PROPERTY TAX CREDITS**

Baltimore City offers a property tax incentive program that will grant a 10-year credit on any assessment increase resulting from qualifying improvements to your property. A minimum investment of 25% of the full cash value of your property, and project certification by CHAP are requirements of this program. Projects must be pre-approved before any work can start. Contact CHAP at (410-396-4866) or [www.baltimorecity.gov/government/historic](http://www.baltimorecity.gov/government/historic) for further information and application form.

## **PUBLIC HEARINGS**

Certain permit requests will require a public hearing, subject to full Commission review, for which a CHAP hearing notice must be posted 10 days prior to the hearing date. Twenty (20) copies of this application and supporting plans and specifications are to be submitted to CHAP staff no later than 25 calendar days prior to this hearing. **You will be notified by CHAP staff, whether a public hearing will be needed for your project review (CHAP staff will notify the applicant of required hearing materials).** CHAP hearings are held on the second Tuesday of the month, at 1:30 PM, in the Department of Planning, 8<sup>th</sup> floor, 417 East Fayette Street, Baltimore, Maryland 21202.

## **NOTICE-TO-PROCEED CHECKLIST**

Not all information is required for each project; include only what is applicable to your proposal. All applications should include a photograph of the current conditions of the structure or property.

### **1. REHABILITATIONS AND ADDITIONS:**

- Elevations drawings or photographs indicating proposed alterations. Include door(s) and window(s) design. Manufacturer's catalogue data may be used
- Exterior material description
- Photographs of existing condition from all relevant elevations
- For additions: site plan showing lot dimensions and existing Building on lot, location and size of proposed addition
- Historic photographs should accompany any request to return the building or structure to an earlier appearance

### **2. MATERIAL CHANGE:**

- Detailed description of proposed work
- Photographs of area involved
- Samples and specifications of materials involved

### **3. PAINTING:**

- Specifications (name, number, and manufacturer) of paint color
- Paint color sample

### **4. NEW CONSTRUCTION:**

- Elevation drawings in scale of all sides
- Photographs of proposed site and adjacent properties (context)
- Site plan showing proposed building footprint
- Specifications for materials, incl. Colors (roof, siding, windows, Doors, architectural ornamentation)
- Material samples

## **5. SIGNS:**

- Dimensional elevation identifying materials, colors, lettering (Size and style), and wordage
- Photograph indicating sign location
- Lighting specifications, if applicable

## **6. ACCESSORY USE:**

Parking lots / areas:

- Site plan showing dimensions and location of screening
- Materials specifications for parking surface, fences and walls, As well as landscaping plan

Fences and Walls:

- Site plan showing location of fence/wall
- Sketch, drawing or photograph of proposed design
- Photographs of area to be fenced and adjacent properties

Mechanical equipment, walks, and landscaping:

- Site plan showing location and layout
- Photographs of area affected
- Material specifications

## **7. DEMOLITION AND HARDSHIP**

- Request and complete specific Hardship and Demolition Application
- Photographs of building or structure to be demolished (Or portion of building to be demolished)

## **8. PUBLIC HEARING REQUIREMENTS**

- Fully rendered colored elevations (all façades including surrounding structures)
- Additional detailed renderings (specific details: cornices, doors, railings etc.)
- Site plan of proposed structures and alterations
- Scale model (showing scale and relation to existing structures)
- Material samples (siding, brick color, paint, etc.)
- Photographs of current site conditions and surrounding structures
- Reference materials, examples of similar new construction and additions

**NEIGHBORHOOD ARCHITECTURAL REVIEW**  
**COMMITTEE CHAIR PERSONS:**

<b>Auchentoroly Terrace</b>	Ms. Donna Cypress, 410-728-3292
<b>Bancroft Park</b>	Mr. Kan Lasson, 410-358-4649
<b>Barclay/Greenmount</b>	<i>No Liaison At Present Time</i>
<b>Better Waverly</b>	Ms. Eleanor Montgomery, 410-419-0267
<b>Bolton Hill</b>	Mr. Greg Baranoski, 410-299-6607
<b>Butchers Hill</b>	Mr. Virgil Bartram, 410-327-4964
<b>Dickeyville</b>	Ms. Denise Watkins, 410-448-2513
<b>Eutaw/Madison</b>	Ms. Nancy Cooper Morgan, 410-728-5820
<b>Fell's Point</b>	Fell's Point DRC, <a href="mailto:fellsdrc@yahoo.com">fellsdrc@yahoo.com</a>
<b>Franklinton</b>	<i>No Liaison At Present Time</i>
<b>Hunting Ridge</b>	<i>No Liaison At Present Time</i>
<b>Jonestown</b>	Mr. Richard Schaefer, 410-752-7438
<b>Madison Park</b>	<i>No Liaison At Present Time</i>
<b>Mount Royal Terrace</b>	Mr. Anthony Gill, 240-344-2412
<b>Mount Vernon</b>	Mr. Steve Shen, 410-528-1919
<b>Mount Washington</b>	Ms. Laurie McLain, 410-664-0330 Mr. Ed Haladay, 443-629-0606
<b>Oldtown Mall</b>	<i>No Liaison At Present Time</i>
<b>Otterbein</b>	Mr. Jerome Leblond, 302-540-3766
<b>Perlman Place</b>	<i>No Liaison At Present Time</i>
<b>Railroad</b>	Mr. Thomas Ward, 410-669-8154
<b>Ridgely's Delight</b>	Mr. Mark James, 410-499-0183
<b>Seton Hill</b>	Mr. Kevin Douglass-Olive, 443-386-9423
<b>Stirling Street</b>	<i>No Liaison At Present Time</i>
<b>Ten Hills</b>	Mr. Robert O'Hatnick, 410-332-1009
<b>Union Square</b>	Mr. Jake Booher 919-841-3024
<b>Upton's Marble Hill</b>	Ms. Marion M. Blackwell, 410-462-6378
<b>Washington Hill</b>	<i>No Liaison At Present Time</i>
<b>Waverly</b>	Mr. Michael Franch, 410-889-3252
<b>Wilkens Avenue</b>	<i>No Liaison At Present Time</i>
<b>Wyndhurst</b>	Mr. Henry Kay, 410-464-2842

***If your district has no liaison directly contact your  
CHAP planner listed on the next page.***

**COMMISSION FOR HISTORICAL AND ARCHITECTURAL  
PRESERVATION STAFF CONTACT:**

**Eric Holcomb** (443) 984-2728, [eric.holcomb@baltimorecity.gov](mailto:eric.holcomb@baltimorecity.gov)

Auchentoroly Terrace  
Barclay/Greenmount  
Jonestown  
Mount Royal Terrace  
Mount Vernon  
Oldtown  
Perlman Place  
Railroad  
Seton Hill  
Sharp-Leadenhall  
Stirling Street  
Union Square

**W. Edward Leon** (443) 984-2727, [eddie.leon@baltimorecity.gov](mailto:eddie.leon@baltimorecity.gov)

Bancroft Park  
Fells Point  
Franklintown  
Mill Hill Deck of Cards  
Mount Washington  
Madison Park  
Upton's Marble Hill  
Loft District  
Ridgely's Delight  
Washington Hill  
Wyndhurst

**Stacy Montgomery** (410) 396-5933, [stacy.montgomery@baltimorecity.gov](mailto:stacy.montgomery@baltimorecity.gov)

Better Waverly  
Bolton Hill  
Butchers' Hill  
Dickeyville  
Eutaw Place-Madison  
Hunting Ridge  
Otterbein  
Ten Hills  
Waverly

[http://www.baltimorecity.gov/Government/BoardsandCommissions/  
HistoricalArchitecturalPreservation.aspx](http://www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation.aspx)

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